



## DWS, AWIB staff assist evacuees with job search, unemployment

Staff from the Department of Workforce Services and Arkansas Workforce Investment Board have provided job search and unemployment insurance assistance to thousands of Hurricane Katrina evacuees.

- The Department of Workforce Services has added Katrina evacuees to the Arkansas JobLink system, the agency's job matching system, in order to match them with jobs.

- DWS and Arkansas Workforce Investment Board staff are contacting employers and registering them in AJL.

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**LENDING A HELPING HAND** – Pam Simerley, with the Department of Workforce Services (right), helps Ellenor Simmons, an evacuee from Slidell, La., (left), file for unemployment insurance recently at Rick's Armory in Little Rock.

## New CES survey forms available to employers

New Current Employment Statistics survey forms have been created and are being sent to employers in time to post September 2005 data.

Approximately 4,000 Arkansas employers participate in the CES Program. This program collects data on employment, wages, and hours that are used on a national, state and local scale.

The program is administered in a collaborative effort between the U.S. Department of Labor, Bureau of Labor Statistics and the Department of Workforce Services.

**There have been major changes to this monthly form.**

DWS is now asking for new data items:

- Payroll, hours, and commissions for all workers, in addition to those for production, construction, or nonsupervisory workers.

- Gross monthly earnings for all workers for the entire previous month.

Additionally, DWS asks that employers include tips in payroll and gross monthly earnings if those tips appear on employees' W-2 forms.

To help offset the addition of these data elements, DWS is discontinuing the collection of women worker data.

Some firms pay their employees on different time schedules, such as weekly for some workers and biweekly for others. Therefore, DWS is providing separate reporting sheets

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## Committee to release IWTP instructions soon

The Arkansas Workforce Investment Board's Incumbent Worker Training Program Evaluation Committee recently began meeting to review program recommendations submitted by the U.S. Department of Labor.

The Incumbent Worker Training Program is designed to support innovative training projects that benefit business and industry by assisting in the skill development of existing employees. This increases employee opportunity, productivity and growth of the company and state.

An announcement about the Fiscal Year 2005 program will be made soon and will include the revised instructions, application and program timeline.

For more information, contact the Arkansas Workforce Investment Board at (501) 371-1040 or e-mail Business.Relations.AWIB@arkansas.gov.

## DWS, WIA staff ready to assist job seekers, employers, evacuees

The Department of Workforce Services and Workforce Investment Act staff are available to assist employers, job seekers and Hurricane Katrina evacuees in the Texarkana and southwest Arkansas area.

Services are free and include job search, unemployment insurance, disaster unemployment assistance and training assistance.

Employers and job seekers are encouraged to register with the Arkansas JobLink system. Both can access the job-matching system by going to [www.arjoblink.arkansas.gov](http://www.arjoblink.arkansas.gov). Staff are also available to assist.

For help finding a job, qualified employees, training or filing for unemployment insurance, call (903) 794-4163 or go to 1118 Wood St., Texarkana, Texas.

### Evacuees

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Several employers also have contacted both agencies to list job orders.

- AWIB and DWS staff volunteered at Hurricane Katrina relief centers and have registered and referred the evacuees for supportive services such as housing, food stamps, and employment services.

- AWIB and DWS staff volunteered at Rick's Armory to register evacuees and provide assistance with job search and unemployment insurance claims. About 150 families were assisted each day.

- DWS staff also traveled to shelters around the state to help evacuees file for unemployment insurance.

- AWIB and DWS staff collected donations of food, clothing and other personal items for the hurricane evacuees. The donations were given to the Arkansas Foodbank Network for distribution to Hurricane Katrina evacuees.

- Members of the AWIB staff assisted DWS staff members in writing and submitting a \$30 million National Emergency Grant application to the U.S. Department of Labor. This application seeks federal assistance to provide needed services to the approximately 75,000 evacuees affected by Hurricane Katrina. These funds will provide job training, disaster-relief employment opportunities and supportive services.

## Fax, address change for UI documents

Historically, employers have returned Unemployment Insurance Claim Notices to Last Employer (501.3s) and requests for separation information (525s) to the fax number or address of the local office in which the claim was filed. Many times this is sent to a local office near the employer's place of business.

This summer the fax number and return address for Notices to Last Employer and requests for separation information have been changed to reflect the fax number and return address of the new Central Imaging Unit (CIU).

While correspondence returned as a hard copy through regular mail continues to be acceptable, the CIU strongly encourages employers to fax their claim responses. CIU's fax number is 501-683-1151. If an employer does not have access to a

fax machine, then documents should be returned by mail to:

DWS Central Imaging Unit  
P.O. Box: 8018  
Little Rock, AR 72203-8108

The CIU requests that employers only use one method when responding.

***Note: At this time the Notices to Last Employer and requests for separation information are the only documents that have the new return information. Notices to Base Period Employer and other UI documents should continue to be returned to the fax number or address listed on the document.***

Employers can also call their local DWS office.

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for two pay groups so these firms can take data directly from their payroll records. Firms with only one pay group should disregard the second sheet.

Because of space limitations, the new forms will be good for six months of data. Consequently, employers will receive new report forms twice a year.

The changes are being made because payroll and hours for all workers will provide policymakers and businesses with more complete information for decision-making purposes.

Additionally, many firms can provide employment, payroll and hours information for all of their employees except production, construction or nonsupervisory workers. Firms that currently report production, construction or nonsupervisory worker numbers should continue to do so.

Instructions will be provided with the new forms. Those with questions should call 1-800-682-5611. Little Rock area participants can call 682-3195.

### Work Opportunity and Welfare-to-Work Tax Credits

For information, go to  
[www.arkansas.gov/esd/ForEmployer/A\\_wotc.htm](http://www.arkansas.gov/esd/ForEmployer/A_wotc.htm).

Or call your local Arkansas Workforce Center  
or  
1-866-330-9459.

## Americorp participants not covered under UI

Americorp participants are exempt from unemployment insurance coverage under the provisions of A.C.A. 11-10-210(a)(4)(E) of the Arkansas Employment Security Law. Those participants should be omitted from the Employer's Quarterly Contribution and Wage Report.

If Americorp participants have been reported in error, please request deletion of reported amounts by providing the Department of Workforce Services with a list of names, Social Security Numbers and amounts to be deleted by quarter.

Send requests to the Department of Workforce Services, Employer Account Services, P.O. Box 2981, Little Rock, AR 72203 or call Employer Account Services at (501) 682-3798.

## Reminder .....

The Department of Workforce Services recently published the requirements for submitting alternative forms. Contact Jeanie Oberle at (501) 682-3282 or see the article in the March 2005 edition of this newsletter. Go to [www.arkansas.gov/esd](http://www.arkansas.gov/esd) and click on "About DWS." The newsletter's link is near the bottom.